

FILE: O&M 1-5-1
xTrng 8
xSec 3-2

30 November 1956

FIELD TRAINING STAFF NOTICE #80-56

SUBJECT: Instructions for Training Duty Officers

25X1A

1. Existing procedures for the receipt and return of the Training Duty Officer file folder on weekends and holidays are cancelled.
2. Effective immediately, Training Duty Officers on duty during weekends or holidays will pick up the TDO folder from and return it to Safe #213 in the Conference Room, [REDACTED]
3. It will be the responsibility of the Training Duty Officers concerned to obtain the combination of this safe from the Training Coordinator's office, Room 5-A, prior to their tour of duty.
4. Training Duty Officers are specifically instructed not to leave the TDO folder with the Civilian Guards.

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Assistant Chief for Field Training

Distribution:

1 copy each Course and Unit Chief
1 copy each Training Duty Officer

[REDACTED]